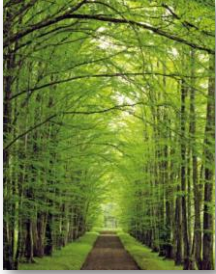


Service Descriptions



5

Supported Employment

is training and support in a competitive job where persons without disabilities are employed.

6

Supported Employment

- Competitive employment is working at or above minimum wage with others without disabilities
- On the job training in specific skills related to the job duties and co-worker relationships
- Provided by a job coach

7

Supported Employment

Two Primary Models

✓ Individual

✓ Group



8

Supported Employment

Two Primary Models

✓ Individual

- 1:1 job coaching
- Competitive job site
- Ongoing or intermittent support



9

Supported Employment

Two Primary Models

✓ Group

- continuous support & job training
- 8 or fewer people with disabilities
- interactions with co-workers without disabilities or the public



10

Supported Employment

Types of Group SE

✓ Group

Work Crew

Enclave

Entrepreneurial

Benchwork



11

Supported Employment

Types of Group SE

✓ Group

Work Crew



- ✓ a mobile group of people with disabilities who go to several job sites to complete work

12

Supported Employment

Types of Group SE

✓ Group

Enclave



✓ a stationary group of people with disabilities who work as a group within a larger business who employs people without disabilities as well.

13

Supported Employment

Types of Group SE

✓ Group

Entrepreneurial



✓ a small business employing fewer than 8 individuals w/disabilities who work with non-disabled workers.

14

Supported Employment

Types of Group SE

✓ Group

Benchwork



✓ a small, non-profit business that employs individuals without disabilities to work alongside 8 or fewer individuals w/disabilities.

15

Day Support

is building skills and providing supports related to daily living and engagement in one's community.

16

Day Support

Focuses on skill-building and supports to improve...

- abilities and acquire new skills,
- community participation,
- relationships,
- and ensure health and safety.

17

Day Support

Two Primary Models

✓ Non-center-based

✓ Center-based



18

Day Support

Two Primary Models

✓ Non-center-based

Provided primarily in
community settings



19

Day Support

Two Primary Models

✓ Center-based

Provided primarily at
one location or
building with other
individuals with
disabilities



20

Day Support

Two Levels of Support

✓ Regular Intensity

✓ High Intensity



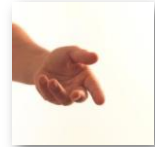
21

Day Support

Two Levels of Support

✓ Regular Intensity

– Lacks intensive support needs



22

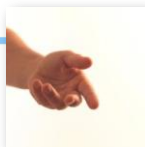
Day Support

Two Levels of Support

✓ High Intensity

(at least one of below)

- Requires physical assistance with personal care OR
- Has extensive disability-related difficulties OR
- Requires constant supports for challenging behaviors



23

Prevocational

are services to prepare an individual for competitive employment or volunteer work, but are not job task-oriented.

24

Prevocational

Available only to those whose compensation is less than 50% of minimum wage.



25

Prevocational

Does not include training for a specific job



26

Prevocational

Two Primary Models

✓ Non-center-based

✓ Center-based



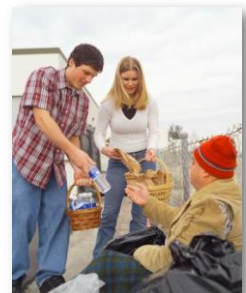
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Prevocational

Two Primary Models

✓ Non-center-based

Provided primarily in community settings



28

Prevocational

Two Primary Models

✓ Center-based

Provided primarily at one location or building with other individuals with disabilities



29

Prevocational

Two Levels of Support

✓ Regular Intensity

✓ High Intensity



30

Prevocational

Two Levels of Support

✓ Regular Intensity

Lacks intensive support needs



31

Prevocational

Two Levels of Support

✓ High Intensity

(at least one of below)

- Requires physical assistance with personal care OR
- Has extensive disability-related difficulties OR
- Requires constant supports for challenging behaviors



32



Allowable Support Activities

33

Allowable Support Activities

SE DS PV

Three Primary Types

Skill-building

Supports

Safety Supports

34

Allowable Support Activities

SE DS PV

Skill-building



Supports

A combination of both in all day services based on the individual and the "allowable activities"

35

Allowable Support Activities

SE



Supported Employment

- ✓ Assessments for determining work interests, abilities and support needs
- ✓ Job development with or for a specific individual
- ✓ On the job training
- ✓ Developing natural supports in the workplace

36

Allowable Support Activities

SE



Supported Employment

- ✓ Ongoing support to retain job
- ✓ Supports for safety while working
- ✓ Developing work skills
- ✓ Support with travel to/from work as needed

37

Allowable Support Activities

DS



Day Support

- ✓ connecting with others
- ✓ taking care of self
- ✓ using one's community resources
- ✓ involvement in community events
- ✓ getting and staying healthy
- ✓ being safe

38

Allowable Support Activities

PV



Prevocational

- ✓ teaching skills needed for employment,
- ✓ support with personal needs,
- ✓ ensuring health and safety, and
- ✓ support with travel between sites.

39

Allowable Support Activities

Safety Supports

All day services might include
Safety Supports in the PFS



SE



DS



PV

40

Allowable Support Activities

Safety Supports

Describe activities which DSPs will perform to ensure the health and safety of the individual

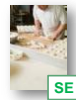


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Allowable Support Activities

Safety Supports

- ✓ Must have significant support needs to assure health & safety
- ✓ Must require direct DSP supports
- ✓ Must have allowable support activities in the PFS to bill



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Allowable Support Activities

SE DS PV

Safety Supports: Support Instructions

- ✓ When outside in warm weather, if Jared appears flushed, DSP will apply a cool, wet cloth to pulse points and seek an air conditioned location.

Safety Supports are provided in place of scheduled activities during day services.

Part V PFS Example

43

Allowable Support Activities

SE DS PV

Safety Supports Checklist

Recommended format

Name: Jim DODD Medicaid No: XXXXXXXXXX

Outcome(s) addressed: _____

SE Jim is a healthy, safe and valued member of his community. #11 Jim talks about his day in order to feel comfortable and not leave home. #12 Jim does not get hurt during seizures and has needed no other needs.

Day/Month/Year	11/16/13		11/17/13		11/18/13		11/19/13		11/20/13		11/21/13	
	Initials	Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials	Hours	Initials	Hours
9. Assistance w/ restroom, clothing, changing	SEH	1	SEH	1	SEH	1	SEH	1	SEH	1	SEH	1
11. Behavioral supports related to leaving home	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5
12. Supports with seizures	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5	SEH	0.5
Total hours		2		2		2		2		2		2
DSP/Supporters Printed Name	Initials Date											
Supporter Name	Initials Date											

A signature page must be kept on file on in each record to correspond with all initially provided.

Support Log (in addition to a weekly summary of all safety supports, note any unusual circumstances and related support.)

11/16/13 - 1:30am to 3:30am - Jim was up more frequently tonight stating that he wanted to go home to use his mother. He went to the end of the driveway three times and agreed to come back in to sit down and talk. He helped his support team with making some warm milk and he said that was something his mother always did when he couldn't sleep. We discussed the fact that his mother lived too far away to walk and he was agreeable to give her a call tomorrow. Jim's mother is a nurse.

11/16/13 - 12:15am to 2:15am - Jim needed more support tonight with going to the restroom. He said he didn't feel well and stood in the bathroom saying he was going to "be sick," but did not show any signs of illness. In the morning, we contacted his doctor who said that we should explain him today and call back with any signs of illness. Jim - 11/16

11/17/13 - 1:15am to 3:15am - Jim was up frequently tonight and had multiple seizures. He experienced three seizures between 1:15am and 3:15am. Values were provided per directions and the on call doctor was notified following the second seizure at 3am per the support instructions. Following doctors orders, an afternoon appointment was scheduled to provide time for Jim to rest in the morning. The appointment is at the office on March 26 at 2:30pm. Jim's mother was contacted first thing in the morning, she said that she will meet Jim at the doctor's office this afternoon. Jim - 11/17

44

Nurse delegation



Nurse delegation

45

Nurse delegation



RN (or one licensed to practice medicine):

- Determines tasks to be delegated
- Assesses skill levels
- Trains specifically for each individual, per procedure
- Supervises performance of task
- Determines frequency of supervision

46

Nurse delegation

- Certain medically-oriented supports/therapies may be provided **IF** staff receive:
 - initial training in the procedure AND
 - on-going monitoring

from a RN who deems DSPs capable of performing the task

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Nurse delegation

New 2013

Medication administration via
Percutaneous Gastronomy Tube
(G-Tube)

<http://www.dbhds.virginia.gov/OL-default.htm>



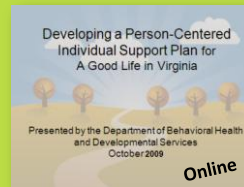
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Documentation



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Review the five PC ISP Modules on the DBHDS Website before participating in an individual's planning meeting.



<http://www.dbhds.virginia.gov/ODS-PersonCenteredPractices.htm>

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Documentation

SE



Supported Employment

- ✓ Lack of DARS or special education funding for the service must be documented in SC record
- ✓ Includes SIS Report, PFS with General Schedule
- ✓ May include a 60-day assessment
- ✓ ISAR approved via IDOLS
- ✓ An attendance log with the date, type of services rendered, and number of hours/units provided

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Documentation

DS



Day Support

- ✓ Offered once it is determined that employment is not desired
- ✓ May include a 60-day assessment
- ✓ Includes SIS Report, PFS with General Schedule
- ✓ ISAR approved via IDOLS
- ✓ An attendance log with the date, type of services rendered, and number of hours/units provided

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Documentation

PV



Prevocational

- ✓ Lack of DARS or special education funding for the service must be documented in SC record
- ✓ Includes SIS Report, PFS with General Schedule
- ✓ May include a 60-day assessment
- ✓ ISAR approved via IDOLS
- ✓ An attendance log with the date, type of services rendered, and number of hours/units provided

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Units & Limitations



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Units & Limitations

SE



Supported Employment

- Usually follows time-limited DARS funding
- Medicaid reimbursement equals each provider's negotiated rate with DARS for the individual model of SE.

55

Units & Limitations

SE



Supported Employment

Reimbursement is based on supports provided, not time individual is working.

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Units & Limitations

SE PV

Supported Employment & Prevocational

Documentation is required in record that **DARS** (and **special education** for school age children) won't pay for these services.

57

Units & Limitations

DS

Day Support

Not permitted in residential settings without **written, prior approval** from DBHDS.



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Units & Limitations

DS PV

Day Support & Prevocational

DSP ID Waiver Orientation Training required prior to providing services in the ID and DS Waivers.

See Provider Module 2 for details.

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Units & Limitations

DS PV

Day Support & Prevocational

Periodic Supports for School Age Children

An option when **not** attending school.



8/06 Memo - PS for DS & Prevoc
Determining PS for DS & Prevoc

60

Units & Limitations

DS PV

Day Support & Prevocational

Periodic Supports for Children

Can bill for additional DS/PV blocks on days or partial days when...

- children are out of school, and
- receiving Day Support or Prevocational services



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Units & Limitations

DS PV

Day Support & Prevocational

Periodic Supports for Children

- PFS must include the outcome and activities to be provided
- Computed through form: *Determining DS/PV Periodic Support Blocks*

Only reimbursable when used/documentated



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Units & Limitations

DS PV

Day Support & Prevocational

Periodic Supports for Children

DETERMINING DAY SUPPORT/PREVOCATIONAL PERIODIC SUPPORT UNITS
For the MRSD Waiver or Day Support Waiver

Individual: Lilly Jones CSB: South Hills CSB
Date: 10/1/12 Provider: Main Street Day Support

STEPS

Step 1: Examine appropriate schedules to estimate for each month of the year the number of units of additional Day Support or Prevocational service that may be needed. Consider the likelihood of school being closed for inclement weather, holidays, teacher workdays, etc.

Step 2: Identify the month(s) with the greatest estimated number of additional units.

Step 3: Enter result on the Individual Service Authorization Request (ISAR) form and add to the requested monthly Day Support or Prevocational units.

MONTH	School Holidays/Closures	Other Needs of Individual	Inclement Weather	Total Additional Units
January	2	1	6	9
February	2	1	4	7
March	0	0	2	2
April	0	1	0	1
May	2	1	0	3
June	2	2	0	
July				
August				

Periodic Supports NOT to be used for summer participation.



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Units & Limitations

DS PV

Day Support & Prevocational

Periodic Supports for Children

- Documentation of hours used:
 - Date used
 - Reason used
 - Outcome and Supports provided
 - Number of hours provided

Periodic Support Checklist



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Units & Limitations

SE DS PV

Support with travel to and from these services cannot exceed 25% of daily billing time.

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Units & Limitations

SE DS PV

- Individual SE
 - No more than 40 hours/week
- DS, PV & Group SE
 - Alone or in combination: no more than 780 blocks/ISP year

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Units & Limitations

SE DS PV

DS, PV & Group SE Reimbursable Hours

- Reimbursed in amount of time in service
- 1, 2, or 3 blocks per day
 - 1 block = 1– 3:59 hours
 - 2 block = 4 – 6:59 hours
 - 3 block = 7 or more hours

Three blocks = 7+ hours excluding transportation time


Units & Limitations

SE DS PV

Services must be reauthorized annually through IDOLS.



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Continue to modules...

Service Authorization and Reimbursement	Provider Training Module 14
Monitoring and Oversight	Provider Training Module 15

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Division of Development Services
 Department of Behavioral Health and Developmental Services
 2013

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